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## PART IV

### Advertisements and Notices by Private Individuals and Corporations

#### INDIAN AIRLINES CORPORATION

##### NOTIFICATION

The 27th May 1957

**PO/88(2)**—In exercise of the powers conferred by Section 45 of the Air Corporations Act, 1953 (27 of 1953) the Indian Airlines Corporation with the previous approval of the Central Government hereby notifies the following Standing Orders for factory workers of the Corporation. These Standing Orders will come into effect one month after the date of this notification.

Y. N. VARMA  
Secretary

#### STANDING ORDERS FOR FACTORY WORKERS

1. In modification of the Standing Orders dated the 26th July 1955, the following revised Standing Orders are hereby issued for general information and compliance. These shall apply to the Corporation workshops wherein one hundred or more workmen are employed and which has been registered as a Factory under the Factories Act, 1948.

2. Unless there be something repugnant in the subject or context the terms defined herein are used in the sense here explained:

- (a) "Chairman" means the Chairman of the Corporation.
- (b) "Corporation" means the Indian Airlines Corporation constituted under the Air Corporation Act, 1953 (No. 27 of 1953).
- (c) "Establishment" means the workshops of the Corporation registered as a Factory under the Factories Act, 1948.
- (d) "Manager" means the Chief Engineer or the Person responsible for the working of the establishment who has been designated as "Manager" for the purposes of the Factories Act, 1948.
- (e) Competent authority means in relation to the exercise of any power, the Chairman of the Corporation or any other authority to which the power is delegated by him.
- (f) Head of the Department means an Officer declared as such by the Corporation.

3. (i) Employee shall be classified as:

- (a) Probationers.
- (b) Badali or "substitutes"
- (c) Casual workmen.
- (d) Apprentices.
- (e) Temporary workmen.
- (f) Permanent workmen.
- (g) Part-time workmen.

(ii)(a) "Probationer" means a workman who is provisionally employed to fill a permanent vacancy or post and who has not completed his probationary period of service in that post.

"Probationary period"; (i) No workman shall be made permanent in the service of the Corporation unless he has worked satisfactorily as a probationer for six months in the aggregate.

(ii) The Chairman or the Manager may if he considers it necessary extend by an order in writing, the period of probation of any workman as a special case provided that the total period of probation shall not exceed 12 months in the aggregate in any case.

- (b) Badali or "substitute" means a workman who is appointed to the post of a permanent workman or a probationer who is temporarily absent.
- (c) 'casual workman' means a workman who is employed for any work of an occasional or casual nature.
- (d) Apprentice means a learner who is paid an allowance during the period of his training. Provided that no workmen shall be classified as an apprentice if he has had training for an aggregate period upto 5 years in the Corporation.
- (e) "temporary workman" means a workman who has been appointed for a limited period or work of a temporary nature or who is employed temporarily as an additional hand in connection with temporary increase in the work of a permanent nature.
- (f) "permanent workman" means a workman who is engaged to fill a permanent vacancy or post and whose appointment has been confirmed in writing after a satisfactory period of probation of six months in the aggregate.
- (g) A "Part-time worker" means one who is employed to do work for less than the normal period of working hours.

4. In these orders words importing the masculine gender shall include the feminine gender. Words importing the singular number shall include the plural number and vice-versa.

5. If a permanent workman is employed as a probationer in a new post he may at any time, during this probationary period be reverted to his old permanent post by an order in writing signed by the Manager or by the Chairman.

6. Notices showing the period and actual hours of work for every class and group of workmen in the establishment and for each shift shall be displayed on the notice Board, maintained for the purpose in the departments concerned or at the time keepers office and at or near the main entrance of the establishment according to rules and laws for the time-being in force.

#### Attendance:—

- (a) All instructions issued from time to time relating to attendance, checking of arrival and departure and period of duty hours and the like will be notified on the Notice Board at the time office. Every worker shall comply with such instructions.
- (b) Persons holding supervisory position or employed for security work or in a confidential capacity shall work in accordance with instructions issued by the Manager from time to time.

- (c) All workmen shall be at work in the establishment at the times fixed and notified.

7. *Late attendance or absence*—Any worker who attends late or who after recording his attendance is found absent from his place of work during working hours without permission or without sufficient reason shall be liable to be treated as absent from work during the period of absence from his place of work. Workmen attending late shall only be permitted to commence work within a period of half an hour of the time for attendance. Deductions from wages for the period of lateness or of absence may be made in accordance with the provisions of the Payment of Wages Act, 1936.

8. *Gate Time Card*—(i) Every workman working in a workshop shall be given a token or a card or a ticket bearing the name of the department in which he works, his No. and other necessary details. His incoming time shall be noted every day on commencement of work. While leaving the work he shall hand over the token to the Recording Clerk at the time office who will note his outgoing time. Wages and overtime worked, if any, will be paid in accordance with times recorded in the time card or by the time office

(ii) Wherever the system of time clocking is in operation, every workman shall punch his incoming and outgoing time on the card provided for the purpose.

(iii) Each workman shall show his card for the purpose of identification to the Security Officer or Time-keeper as the instructions may be issued. Gate passes or permits shall not be transferable. Breach of this rule may entail penalties prescribed for misconduct under these rules.

9. *Shift working*—Shift working shall be regulated where applicable in accordance with the provisions of the Factories Act for the time being in force.

(a) More than one shift may be worked in a department or any section of a department at the discretion of the Management.

(b) If more than one shift is worked in the establishment, workmen shall be liable to be transferred from one shift to another.

(c) The Management shall be entitled by forty-eight hours' notice to be posted on the Notice Boards to alter or vary the shifts and the hours of working of each shift at its discretion and employees shall be liable to be transferred from one shift to another at the discretion of the Management: Provided that notice of less than forty-eight hours may be given where such alteration or variation arises out of emergency.

(d) A shift may be discontinued on the Management giving seven days' notice: Provided that no such notice shall be given in the case of the discontinuance of any shift which has been started only in order to meet an emergency.

If as a result of the discontinuance of any shift; any permanent employees are likely to be discharged, a notice of one month of the proposed discontinuance shall be given and such employees shall be discharged having regard to the length of their service in the establishment and section/trade/category concerned, those with the shortest term of service being discharged first.

(e) On restarting a shift, notice thereof shall be given in a newspaper having wide local circulation; the employees discharged as a result of the discontinuance of the shift shall, if they present themselves within seven days of the publication of the notice, be given preference for employment according to the length of their service in the establishment and section/trade/category concerned.

(f) The Manager may close down any department or section of a department after giving one month's notice to the workmen. Before reopening such department or section, as the case may be, seven days' notice thereof shall be given.

(g) The Manager may close down the whole establishment after giving one month's notice to the workmen. Seven days' public notice of the restarting of the establishment shall be given.

(h) Notice of:—

- (i) starting, restarting, alteration and discontinuance of shift working.
- (ii) The closure and reopening of a department or section of a department, and
- (iii) The closure and reopening of the establishment, shall be displayed in the time-keeper's office, at

the main entrance to the establishment and at the gate or gates appointed under Standing Orders 12 and in the case of a department or section, also in the department concerned.

(a) On the reopening of a department or section or the establishment, as the case may be, preference for employment will be given to the workmen whose services were terminated on account of the closure according to their length of service in the establishment/trade/category concerned provided that they present themselves for service at the latest by the day of the reopening.

10. *Overtime Work and Allowance*—The Corporation reserves the right to require the workmen to work overtime including work on Sundays and Public Holidays if the exigency of work requires. The workers will be entitled to payment for overtime worked at double the ordinary rate of wages in accordance with the provisions of the Factories Act 1948.

11. An employee who is required to work on a Sunday may, be given a substitute "day off". The substitute "day off" should be allowed within three days of the Sunday on which the employee works. No accumulation of such a "day off" is permissible.

12. *Entry*—(a) No worker shall enter or leave the workshop of the Corporation except by the gate or gates meant for the purpose.

(b) All workers are liable on entering or leaving the workshop to be detained and searched by the Security Officer or his staff.

(c) Every search shall be conducted in the presence of not less than two persons and a woman worker shall not be searched in the presence of any male person, except with her consent.

(b) Subject to the provisions of the above clauses, any member of a Joint Committee or Works Committee may be present at a search made under this Standing Order.

13. *Publication of Pay days and Holidays*—Notices specifying (a) the weekly holidays under Section 52 of the Factories Act (b) dates on which compensatory Holidays, if any, under Section 53 of the Factories Act 1948 will be allowed, (c) the days on which the wages are to be paid; and (d) Public Holidays declared by the Corporation, shall be displayed on the Notice Board at the time keeper's office and at or near the main entrance of the workshop.

14. *Payment of Wages*—(1) All workers will be paid within the time indicated under the Payment of Wages Act. (2) Deductions from wages may be made for the period of lateness in attendance and other factors enumerated in the Payment of Wages Act 1936 according to the rules framed by the Corporation. (3) Any wage due to the workman but not paid on the usual pay day on account of that being unclaimed shall be paid at the establishment on the day following. Subsequent claims shall be dealt with by the Accounts Department on production of a letter of authority signed by the Manager or any other officer authorised by him. (4) Casual employees will be paid for the previous week worked on the following Tuesdays.

15. *Holidays*—The number of festival holidays allowed in a year to Corporation's employees shall not exceed 15, including the three national holidays namely, Republic Day, Independence Day and Mahatma Gandhi's Birth Day. A list of holidays to be allowed in each base will be published before the beginning of each calendar year

16. *Rates of Wages*—A register specifying basic salary, grade scales of pay, if any, for each class of work or workers shall be maintained and be kept open at the time office near the entrance gate for inspection, if any worker wants to see his basic salary etc.

17. *Closing down workshop*—(1) In the event of a fire catastrophe, breakdown of machinery, stoppage of power supply, an epidemic, civil commotion or other cause beyond the control of the Manager, the Manager may, at any time without notice or compensation in lieu of notice stop any machine or department wholly or partially or the whole or part of the establishment for a reasonable period.

(2) In the event of a stoppage under clause (1) during working hours, the workmen affected shall be notified, as soon as practicable, when work will be resumed and whether they are to remain or leave the establishment. The period of detention in the establishment shall not ordinarily exceed one hour after the commencement of the

stoppage. If the period of detention does not exceed one hour workmen so detained shall not be paid for such period. If the period of detention in the establishment exceeds one hour, workmen so detained shall be entitled to receive wages (including all allowances) for the whole of the time during which they are detained in the establishment as a result of the stoppage. In the case of piece-rate workmen the average daily earnings for the previous month shall be taken to be the daily wages.

(3) Wherever practicable, reasonable notice shall be given of the resumption of normal work, and all such workmen played off under this Standing Order who present themselves for work, when work is resumed, shall be given preference for employment.

(4) All notices required to be given under this Standing Order shall be displayed on notice boards at the time-keeper's office and at the main entrance to the establishment. Where a notice pertains to a particular department or departments only, it shall also be displayed in the department concerned.

18. In cases where workmen are played off under Standing Order 17, they shall be considered as temporarily unemployed and the period of such unemployment shall be treated as leave with pay to the extent such leave is admissible and leave without pay for the balance of the period. When, workmen however, have to be played off for an indefinite period exceeding two months, their services may be terminated after giving them due notice or pay in thereof.

19. Workmen may be played off due to shortage of orders, temporary curtailment of production or similar reasons and consequent stoppage of any machine or department for a period not exceeding six days in the aggregate (excluding statutory holidays) in any month, provided that seven days' notice is given. A workman played off under this Standing Order for more than five days in a month may, on being played off, leave his employment on intimation of his intention to do so.

20. The Manager may, in the event of a strike affecting either wholly or partially any section or department of the establishment, or in the event of employees *mala fide* resorting to a slow down of work which materially or adversely affects the proper maintenance of aircraft or the work of the whole or part of any one or more department or departments of the Corporation, close down either wholly or partially such department or departments as well as any other sections or departments affected by such closing down. The fact of such closure shall be notified by notices displayed upon the notice boards in departments concerned, in the time-keeper's office, at the main entrance to the establishment, and at the gate or gates appointed under Standing Order 12 as soon as practicable. The workmen concerned shall also be notified by a general notice put up at the places where notices of closure mentioned above are to be displayed, prior to the resumption of work as to when work will be resumed.

21. *General conditions regarding all kinds of leave*—(i) No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the Corporation's exigencies of business.

(ii) A workman who desires to obtain leave shall apply in writing to the Manager or anybody authorised for the purpose. Such application for leave should be made at least 7 days in advance of the days from which leave is to commence except in the cases where for unforeseen reasons it is not possible to do so. The Manager or any officer empowered by the Chairman shall issue order on such application within 3 days of presentation of the application and in urgent cases immediately. If the leave asked for is granted, a leave pass or a letter showing the date from which the leave of absence commences and the day on which the workmen will have to resume the duty shall be issued to him.

(iii) Subject to the provision of any law applicable, Sundays or holidays may not be prefixed or affixed to any type of leave except with the prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.

(iv) Subject to the provision of any law applicable, a Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.

(v) Half a days' leave of any kind will not be permitted. Any such leave availed of will count as a full day leave.

22. *Leave Registers*—(a) Record shall be maintained of all leave sanctioned, refused, postponed and reasons for such refusal or postponement shall be recorded in writing in a Register to be maintained for the purpose, and if the workman so desires, a copy of such entry in the register shall be supplied to him.

(b) A workman proceeding on leave shall give accounts of and return his uniforms, tools, papers etc., issued to him for the work of the Corporation.

(c) All leave at the credit of an employee shall lapse on the date of retirement or termination of service. Provided, however, that in case of privilege leave admissible and applied for, in writing, well a head of the date of retirement and refused in writing by the competent authority in the interest of the Corporation, an employee may be granted from the date of retirement, the amount of privilege leave so refused.

23. If a workman after proceeding on leave desires an extension thereof, he shall make an application for the purpose to the Manager in writing. A written reply whether of grant or refusal or of extension of the leave shall be sent to the workman to the address given by him if such reply is likely to reach him before the expiry of the leave already granted to him.

24. An employee remaining absent beyond the period of leave originally granted or subsequently extended shall be liable to lose his lien on his appointment unless he returns within eight days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave his inability to resume his duty immediately on the expiry of his leave. An employee who loses his lien under the provisions of this Standing Order but reports for duty within fifteen days of the expiry of his leave, shall, if he so desires be kept on the waiting list; an employee not reporting for duty within fifteen days of the expiry of his leave shall be treated as having left the service from the date he was due to return to work.

25. *Casual leave*—An employee shall be eligible for Casual leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This shall not be accumulated. Normally not more than three days Casual leave will be granted at a time in two consecutive months. Casual leave can be combined with extraordinary leave, i.e. leave without pay and allowances. Casual leave cannot be combined with any other kind of leave subject to the exception that when an employee who has exhausted the full period of sick leave due to him, requires more leave on grounds of sickness, he can be granted Privilege/Casual leave in continuation of sick leave. Thus whilst Privilege/Casual leave can be availed of either on grounds of sickness or for private affairs, Sick leave can be availed of only on grounds of sickness.

*Note*—Employees appointed against leave vacancies or for a period of less than a year will be granted Casual Leave on proportionate basis.

26. *Termination of Service*—(i) The employment of a permanent workman shall be recorded in writing and days' notice or by payment of thirty days' wages (including admissible allowances) in lieu of notice. Save as otherwise provided in Standing Order 19, a permanent workman desirous of leaving service shall give thirty days' notice in writing to the Manager.

(ii) The reasons for the termination of service of a permanent workman shall be recorded in writing and shall be communicated to him, if he so desires at the time of discharge, unless such communication in the opinion of the Manager, may directly or indirectly lay the Manager open to criminal or civil proceedings at the instance of the workman.

(iii) A workman other than a permanent workman may leave or be discharged from service without notice or pay in lieu of notice.

(iv) Where the employment of any workman is terminated or when he leaves the service, the wages earned by him and all other sums due to him, shall be paid to him before the expiry of the second working day from the day on which he leaves the service or his employment is terminated.

(v) An order of termination of service shall be in writing and shall be signed by the Manager and a copy thereof shall be supplied to the workman concerned. In cases of general retrenchment, closing down of departments or termination of service as a result of a strike, no such order will be given.

(vi) If an employee, who being obliged under this Standing Order to give notice, leaves the service of the Corporation without giving due notice, the Management may deduct from the wages payable to him such as is permissible under the provisions of the Payment of Wages Act or any rules framed thereunder, or in accordance with the principles of such provisions.

27. Every workman, other than casual, who leaves the service or retires or is dismissed or discharged shall without avoidable delay be given a service certificate if he asks for one.

28. *Rules of Discipline*—Without prejudice to the generality of the term 'Misconduct' it shall be deemed to include the following acts of omission and commission:

1. Failure while on duty to observe any rule or regulation promulgated by the authorities in relation to Airports and/or Aerodromes.

2. An employee in the service of the Corporation shall not, without the previous sanction of the Corporation, directly or indirectly engage in any other business, occupation, or employment and shall not accept fees, emoluments, commission or honoraria whatsoever from any other party.

3. Acceptance of gifts from a subordinate employee.

4. Lending money to or borrowing money from subordinate employees.

5. Wrongful transferring of gate pass or permit.

6. Entering or leaving the Company's premises except by the gate or gates appointed for the purpose.

7. Taking notes, drawings or sketches or photographs of any plant, process or work or of any aircraft or engine or taking copies of the Corporation's papers or documents or files without the permission of the Management or knowingly being in unauthorised possession of any of the above.

8. Wilful in subordination or disobedience, whether "alone" or in combination with others, of any lawful and reasonable order of his superior.

9. Participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.

10. Wilful slowing down in performance of work, or abetment, or instigation thereof.

11. Theft, fraud and dishonesty in connection with business or property of the Corporation.

12. Taking or giving bribes or any illegal gratifications.

13. Absence without leave or overstaying sanctioned leave, without sufficient grounds or proper or satisfactory explanation.

14. Late attendance on more than 4 occasions within a month.

15. Habitual breach of any standing order or any law or rules applicable to the establishment.

16. Collection without the permission of the Manager or the Head of the Department of any money within the premises of the establishment except as sanctioned by any law of the land or rules of the Corporation for the time being in force.

17. Engaging in any business or trade within the premises of the establishment.

18. Drunkenness, riotous, disorderly or indecent behaviour in the premises of the establishment.

19. Wilful neglect of work.

20. Commission of any act subversive of discipline or of good behaviour in the premises of the establishment.

21. Habitual breach of any rule or instructions for the maintenance and running of any department or the maintenance of the cleanliness of any portion of the establishment.

22. Frequent repetition of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936.

23. Wilful damage to work in process or to any property of the Corporation.

24. Interference with any safety devices installed in or about the establishment or any airport or aerodrome.

25. Canvassing for union membership or the collection of union dues within the premises of the establishment during working hours except in accordance with any law or with the permission of the Manager or Head of the Department.

26. Holding meetings inside the premises of the Manager except in accordance with provisions of any law for the time being in force.

27. Distribution or exhibition within the boundaries of the establishment of any newspapers, hand bills, pamphlets, or posters without the previous sanction of the Manager or Head of the Department.

28. Disclosure to any unauthorised person of information relating to the Corporation's business or to defence measures.

29. Gambling within the premises of the establishment.

30. Smoking within the premises of the establishment where it is prohibited.

31. Sleeping on duty.

32. Conviction in any court of law for any criminal offence involving moral turpitude.

33. Giving false information regarding name, age, father's name, qualification, ability or previous service and experience at the time of employment.

34. Purchasing properties, machinery, stores, etc., from or selling properties, machinery, stores, etc., to the Corporation without express permission in writing from the Chairman.

29. *Rules of Conduct and Disciplinary Procedure*—

(1) A workman guilty of misconduct may be:—

(a) warned or censured, or

(b) fined subject to and in accordance with the provisions of the Payment of Wages Act, 1936 or in accordance with the principles of Payment of Wages Act, or

(c) suspended by an order in writing signed by the Manager for a period not exceeding four days, or dismissed without notice.

(d) Liable to withholding of increments or promotion, or

(e) Reduced to a lower post or grade or to a lower stage in the time-scale, including stoppage at efficiency bar, if any.

(2) No order under sub-clause (b) of clause (1) shall be made unless the workman concerned has been informed in writing of the alleged misconduct or given an opportunity to explain the circumstances alleged against him.

(3) No order of dismissal under sub-clause (c) (d) and (e) of clause (1) shall be made except after holding an enquiry against the workman concerned in respect of the alleged misconduct in the manner set forth in clause (4).

(4) A workman against whom an inquiry has to be held shall be given a charge-sheet clearly setting forth the circumstances appearing against him and requiring explanation. He shall be given an opportunity to answer the charge and permitted to be defended by a workman working in the same department as himself. Except for reasons to be recorded in writing by the officer holding the inquiry, the workman shall be permitted to produce witness in his defence and cross-examine any witnesses on whose evidence the charge rests. A concise summary of the evidence led on either side and the workman's plea shall be recorded.

(5) A workman against whom any action is proposed to be taken under sub-clause (b), (c), (d) or (e) of clause (1) may be suspended pending the enquiry or for the period, if any, allowed to him for giving his explanation. The order of suspension may take effect immediately on its communication to the workman. If as a result of the enquiry held or explanation tendered, it is decided not to take any action under clause (1) the workman shall be deemed to have been on duty and shall be entitled to full wages and all privileges for the period of suspension. Provided if an employee is arrested by the police on a criminal charge and bail is not granted, he shall be deemed to be under suspension automatically from the date of his arrest and suspension orders should issue accordingly.

(6) In awarding punishment under this Standing Order, the Manager shall take into account the gravity of the

misconduct, the previous record, if any, of the workman and any other extenuating or aggravating circumstances that may exist.

30. Every employee shall have the right of appeal to the authority specified in Schedule 1, Column 4, within one month of the service of the order.

31. An authority higher than the Appellate Authority specified in Column 4 of the Schedule 1, may review a case at any stage either on his own motion or on the application of the employee concerned.

32. *Complaint*—(i) Any workman desirous of redress over grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall, himself or through a Trade Union of which he is a member submit a complaint to the Manager or any Officer appointed by the Corporation in this behalf.

(ii) The Manager or any such Officer aforesaid shall personally enquire into the complaint at such time and place as he may fix.

(iii) The workman himself and where the complaint is made through a Trade Union, a member of the Union, shall have the right to be present at such investigation and such workman or member of the trade union shall be entitled to represent his case or the case of the workman, as the case may be, at the investigation. Where the complaint alleges unfair treatment or wrongful exaction on the part of a superior a copy of order finally made by the Manager shall be supplied to the complainant if he asks for one. In other cases, the report of the Investigating Officer and action, if any, taken thereon by the Manager shall be intimated to the complainant. Provided that complaints relating to assault or abuse by any person holding supervisory position or refusal of application for urgent leave shall be enquired into immediately by the Manager or such other Officers as he may appoint.

33. *Language of Notices*—(i) Notices to be given under these Standing Orders shall be in English, Hindi and also in the principal regional language of the place in which the establishment is situated.

(ii) Any notice, order, charge sheet, communication or intimation which is meant for an individual workman and is given in writing under this Standing Order shall be in the language understood by the workman concerned.

34. All items not covered by these service conditions shall be governed by the appropriate regulations framed by the Corporation and duly notified to the employees concerned.

35. *Saving*—Nothing contained in these Standing Orders shall operate in derogation of any law for the time being in force or to the prejudice of any right under an agreement or contract of service, custom, usage or an award applicable to the establishment from the date the remuneration and conditions of service etc. were redetermined a fresh under Section 20 of the Air Corporation Act 1953 (No. 27 of 1953).

#### SCHEDULE 1

*Statement showing the Authority Competent to award Punishment as also the Appellate Authority in respect of all Personnel other than those serving at Headquarters of the Corporation*

Class of Employees	Punishments (as per Standing Order No. 29)	Competent Authority	Appellate Authority
1, 2, 3, 4, 5 & 6 Grades.	(a), (b), (c), (d) & (e)	Area Departmental Head	Area Manager.
7, 8 & 9 Grades.	(a), (b), (c), (d) & (e)	Area Departmental Head.	Area Manager

Provided as follows:—

(1) An Area Manager may, on his own motion impose any one or more of the punishments which an Area Departmental Head is empowered to impose. In such cases an appeal shall lie to the Departmental Head at Headquarters.

(2) A Departmental Head at Headquarters may on his own motion, impose any one or more of the punishments which an Area Manager is empowered to impose. In such cases an appeal shall lie to the Chairman.

(3) The Chairman may, on his own motion, impose on any employee, any one or more of the punishments. In such cases an appeal shall lie to the Corporation.

(4) The above powers shall be exercised by an Area Departmental Head or the Departmental Head at Headquarters in respect of the employees in the Departments under his administrative control only. Similarly the powers of an Area Manager shall be exercised in respect of employees in his Area only.

(5) For the purpose of this schedule, the following Officers shall be deemed to be Departmental Heads whether substantive, officiating or acting.

#### Headquarters Departmental Heads:

1. Financial Comptroller	In respect of the Departments within his charge as specified by the Chairman from time to time.
2. Chief Operations & Training Manager	
3. Engineering Manager	
4. Chief Traffic Manager	
5. Controller of Purchase, Stores & Supplies	
6. Secretary	

#### Area Departmental Heads

1. Operations Manager	In respect of the Departments within his charge as specified by the Chairman from time to time.
2. Chief Accounts Officer	
3. Chief Engineer	
4. Traffic Manager	
5. Asst. Controller of Purchase, Stores & Supplies or Senior Stores/Supplies Officer	
6. Deputy Area Manager	

T. N. VARMA

I.A.S.  
Secretary

#### LOST

The Government Promissory Note No. DHO11460 of the 3 per cent loan of 1953—55 for Rs. 25,000/- originally standing in the name of IMPERIAL BANK OF INDIA and last endorsed to Syed Muhammad Ramzan Shah Gardezi, the proprietor, by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, New Delhi, and that application is about to be made for payment of the discharge value in favour of the proprietor. The Public are cautioned against purchasing or otherwise dealing with the abovementioned security.

*Name of the advertiser*—Syed Muhammad Ramzan Shah Gardezi.

*Residence*—Mohallah Shah Gardez, Inside Bohar Gate, Multan City.

#### LOST

The Government Promissory Note No. CA 018258 of the three per cent loan of 1896/97 for Rs. 1,500 originally standing in the name of The Chartered Bank of India, Australia and China and last endorsed to The Chartered Bank of India, Australia and China the proprietors by whom it was never endorsed to any other person, having been lost, stolen or destroyed, notice is hereby given that payment of the above note and the interest thereupon have been stopped at the Public Debt Office, Reserve Bank of India, Calcutta, and that application is about to be made for the issue of a duplicate in favour of the proprietors. The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

*Signature of the Advertiser*—For the Chartered Bank (formerly the Chartered Bank of India, Australia and China), 4, Netaji Subhas Road, Calcutta.

Sd/-

*Manager*  
(a/c Macneill & Barry Ltd. Coal Co.'s Provident Institution)

#### LOST

The Government Promissory Note No. BY026081 of the three per cent con. loan of 1946 for Rs. 1,000/- originally standing in the name of State Bank of India, and last endorsed to DATTATRAYA GANESH LAWATE. The proprietor, by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay and that application is about to be made for the issue of Duplicate in favour of proprietor.



The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

Name of the advertiser—Shri D. G. Lawate.

Residence—No. 5, Kousali Blocks, Deshpande Nagar, Hubli.

#### DESTROYED

The Government Promissory Note No. DH021831 of the 3 per cent loan of 1970-75 for Rs. 1,100 originally standing in the name of Reserve Bank of India and last endorsed to Veda Mitra the proprietor, by whom it was never endorsed to any other person, having been lost, stolen or destroyed, notice is hereby given that the payment of the above note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Delhi and that application is about to be made for the issue of duplicate in favour of the proprietor. The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

Name of the Advertiser—Veda Mitra.

Residence—Superintendent Railways, Kosi Project, At P.O. Birpur, District (Saharsa), (Bihar).

#### CHANGE OF NAME

I, Chaluva Kunta, working as a Fitter, in the P.W. Inspector, Mysore (B) Section, Engineering Department, Southern Railway, Mysore, have changed my name to "H. K. CHALUVAIAH".

CHALUVA KUNTA

#### CHANGE OF NAME

It is hereby notified that I, Shri Thakur Gianchand Motiramani, student of Science Faculty has changed my name as under:

Shri Thakur Motilal alias Gianchand Chowdri.

#### CHANGE OF NAME

From Madan Lal S/o Ghanshyam to Madan Lal S/o Tej Ram.

#### CHANGE OF NAME

Shri Hari Charan Barick a Class IV employee (Durwan) of the Survey of India, 13 Wood Street, Calcutta 16, has by an affidavit sworn in the Court of Presidency Magistrate, Calcutta on 26th March 1957 declared the name of his father as late KALANDI BARICK of village Kalmarashashan, P.S. Ali, Distt. Cuttack.

#### CHANGE OF NAME

Shri Ramesh Chandra Sutradhar Clerk L/D (MES)  
To Read 'DHAR' For 'SUTRADHAR'

Authy:—Ministry of Home Affairs O.M. No. 60/274/48-ESTS of 3rd Nov. 1948.

#### CHANGE OF NAME

It is hereby notified that the undersigned has changed his name from Ramesh Kondaji Shinde to Ramchandra Kondaji Shinde.

Dated 30th November 1956

RAMESH KONDAJI SHINDE

#### CHANGE OF NAME

"B. Ramalingam, Marker Offg., Production Shop, Loco Works, Perambur, son of Sri Balakrishna Mudaliar shall henceforth be known as B. Balaram."

#### CHANGE OF NAME

I, SUKHLAL ANTHONY, Machineman, Ticket No. 2463, of Jhansi Locoshed, C. Railway, desire to be known in future by the name of SUKKHAN LAL ANTOLI for all purposes.

#### CHANGE OF NAME

"I, formerly known as Kumari Kumud Laxman Joshi, am married to Shri S. B. Kulkarni, on 19th May 1956. Necessary change in my name as "Saubhagyawati Sunita Sudhakar Kulkarni" may please be made in all sorts of records concerning me.

(Sau. Sunita S. Kulkarni)."

#### CHANGE OF NAME

I, F. Ratnamalai son of Periyannan No. 74, Marsingpet, Bheemanaagar, Tiruchitapalli, shall henceforth be known as "P. Kattamalai".

#### CHANGE OF NAME

I, Duli Chand Rohilla, clerk, New Delhi, G.P.O., S/o Shri Gagan Ram Rajput have changed my name to Gambheer Singh Rohilla.

#### CHANGE OF NAME

WHOMSOEVER IT MAY CONCERN

I, Victor Koil Pillai employed in the Mount Road Post Office hereby give notice that I have relinquished my aforesaid name and assumed the name of VICTOR VEDAMANICKKAM and that I shall hereafter be known by and shall be bound in all transactions and dealings by my this assumed name of VICTOR VEDAMANICKKAM.

VICTOR VEDAMANICKKAM

VICTOR KOIL PILLAI,  
PACKER, MOJNT ROAD P.O.,  
MADRAS 2.

The 25th September 1956.

#### CHANGE OF NAME

I, Jagat Singh S/o Shri Dayal Singh Rawat, daftry, Ministry of Finance, Department of Economic Affairs have changed my name to Sultan Singh Rawat with effect from the 1st May 1957.

#### CHANGE OF NAME

I, Bakul Rani Dutta in my maiden name will be known hereafter as Bakul Rani Dasgupta after the surname of my husband.

#### NOTICE

In the Court of the Munsiff at Sadar, Purnea  
M.S. No. 260/56

Sri Koramal Srimal—Plaintiff

Vrs.

Sri Nandlal Baid and others—Defendants.

To

Lachhmi Chand Dugar, son of Sadasukh Dugar of Village and P.O. Sri Dungargath, District Churu in Rajasthan—6.

Take notice that the plaintiffs have filed the above suit against you for the recovery of Rs. 1,190 which is fixed for hearing on 27th June 1957 at 6-30 A.M. You are required to attend personally or through Pleader on the date fixed to answer the claim of the plaintiff. In case of failure to attend on the date fixed, ex parte order will be passed.

Given under the hand and seal of the court, this the 1st May 1957.

D. DASS

Judge

#### NOTICE

In the matter of Delhi Mechanized Farms Private Ltd.  
(in Voluntary Liquidation)

Notice of Final meeting and dissolution under Section 208E of the Indian Companies Act VII of 1913.

Notice is hereby given that a meeting of the members of the above company will be held on Monday, the 8th July 1957 at 3.00 P.M. at the office of the Liquidator, Pratap Buildings, Connaught Circus, New Delhi to consider the report of the Liquidator giving an account of the winding up, showing how the winding up has been conducted and the property of the company has been disposed of.

MANJIT SONDHJI

Liquidator

#### NOTICE

Notice of Creditors' Meeting given under Sec. 500 of Companies Act, 1956

C. T. Godfrey & Co. (India) Private Limited

Notice is hereby given pursuant to section 500 of the Companies Act, 1956 that a meeting of the Creditors of

the abovenamed Company will be held at 9, Prithvi Raj Road, New Delhi on 25th day of June 1957, at 11 O'clock in the forenoon.

Dated 25th May 1957

S. N. PANDYA  
Mg. Director

#### NOTICE

**Jaipur Engineering and Construction Corporation Ltd.**  
(In Members' Voluntary Liquidation)

**Notice of Meeting to consider Liquidator's Accounts Pursuant to Section 208D of Indian Companies Act, 1913**

Notice is hereby given that a General Meeting of the abovenamed Company will be held at Registered Office of the Co. at Nahargarh Road, Jaipur on Saturday the 29th day of June 1957 at 3 P.M. and that the Liquidator appointed for the purpose of winding up the Company will, pursuant to Section 208D of the Indian Companies Act, 1913, lay before such meeting an account showing his acts and dealings and the manner in which the winding-up has been conducted during the preceding year.

Dated the 25th day of May 1957.

M. L. SHARMA  
Co-Liquidator

S. B. L. BHARGAVA  
Hon. Liquidator

#### NOTICE

**In the matter of Shri Rajasthan Printers and Industries Limited, Jaipur (Under Voluntary Liquidation) under Section 209E of Indian Companies Act, 1913.**

Notice is hereby given that a general meeting of the abovenamed Company will be held at the office of the

Liquidator on 19th day of June 1957 at 9 A.M., to receive the account of the Liquidator showing the winding up of the Company has been conducted and to pass an extraordinary Resolution for the disposal of the books, documents of the Company and of the Liquidator thereof.

MATA DIN BHAGERIA  
Liquidator

#### Notice to Creditors

Estate William John Orange, Deceased

Calcutta, the 23rd May 1957

Pursuant to Sections 360 of Act XXXIX of 1925 and 42 of Act XXVIII of 1866 all persons having claims against the estate of the abovenamed deceased late of the Bengal Club, Calcutta, who died at Calcutta on the 2nd August 1954 are hereby required to send full particulars of their claims to Mr. Framjee Cursetjee Heerjeebhoy Rustomjee of Nos. 5 and 7 Netaji Subhas Road, Calcutta, the Administrator to the above estate, on or before the 30th June 1957 after which date the said Administrator will proceed to distribute the assets without regard to any claims except those of which any notice shall then have been received.

SANDERSONS AND MORGANS  
Solicitors for the said Administrator  
5 and 7 Netaji Subhas Road, Calcutta

